The Conference of Boston Teaching Hospitals (COBTH), a coalition of twelve Boston-area teaching hospitals, is seeking an Emergency Management Coordinator to assist in coordinating area-wide hospital preparedness and to serve as a resource for the preparedness staff at member institutions.

- Serve as COBTH’s representative on local, state and federal committees and task forces that are focused on the issues of hospital and emergency preparedness. The Emergency Management Coordinator is responsible for reporting outcomes, decisions, and recommendations to the Executive Director and to appropriate COBTH committees;
- Create an Emergency Operations Plan for COBTH Emergency Management Coordinator;
- Work with appropriate local, state and federal committees and task forces to mitigate and prepare for hospital vulnerabilities as identified by COBTH Hazard Vulnerability Analysis, as well as Corrective Actions identified following emergencies or exercises;
- Provide facilitation and project management support to the primary COBTH Committees that concern themselves with emergency preparedness issues: the EMS Committee and the Emergency Management Committee, and assist with development of annual goals and objectives for committees;
- Investigate and research best practices with respect to emergency preparedness, and providing recommendations to the Executive Director and to appropriate COBTH committees;
- Work in conjunction with the Boston Healthcare Preparedness Coalition, including attending meetings and working groups.
- Serve as liaison between both COBTH and its member institutions and the grant-making entities with responsibility for preparedness at the local and state levels, particularly the Mayor’s Office of Emergency Management (OEM) and its Urban Area Security Initiative (UASI) funding and the Massachusetts Department of Public Health and its Hospital Preparedness Program funding.
- Research, identify and apply for preparedness-related grant opportunities on behalf of COBTH and assist member hospitals with their grant applications;
- Provide formal and informal training recommendations to the preparedness staff at COBTH member hospitals and referral to other appropriate third-party trainings. The Emergency Management Coordinator will also be responsible for attending a variety of classes and trainings to maintain his/her content knowledge;
- Prepare necessary reports and documentation as outlined in the ASPR award (see above link to award) as they pertain to the hospitals in Region 4C, and aid in preparation of the annual Memoranda of Agreement established in concert with the grant allocation of funds to hospitals;
- Review and approve Region 4c’s individual hospital budgets provided in response to annual ASPR grant allocation of funding to hospitals and perform ongoing audit of hospital’s expenditures and progress made in completing those expenditures.
- Work directly with COBTH member hospitals and with local, state and federal agencies, assist in the design, development, coordination and implementation of large-scale preparedness drills. Where possible, the Emergency Management Coordinator will also be responsible for assisting hospitals with evaluation of their exercises;
• Facilitate, monitor, and assist with the development/revision of hospital and EMS surge capacity plans in the region;

• Provide assistance with the integration of regional plans into a statewide plan that will encompass all public health and public safety constituencies within each of the six (6) Massachusetts hospital emergency planning regions;

• In an emergency, drill, or exercise respond to the City of Boston’s Emergency Operations Center (EOC) and serve as the point of contact for COBTH member hospitals;

• In an emergency, drill, or exercise, respond to the Lawlor Regional Medical Intelligence Center (MIC) to serve as the COBTH liaison;

• Maintain modes of emergency communications to ensure information sharing and notifications in an emergency using tools such as WebEOC, the Health and Homeland Alert Network and Everbridge;

• Assist COBTH hospitals in planning for Continuity of Operations and Disaster Recovery. As needed, assist with recovery options such as resource acquisition and federal reimbursement initiatives;

• Perform other duties, including research on hospital related legislation and regulations and attend legislative and regulatory hearings and report on proceedings, as required.

Requirements:

• Bachelor’s degree, preferably in a related field of study such as emergency management, political science, public health, public policy, business administration or other;

• Demonstrated experience in Project Management, or in planning, implementing and coordinating complex events;

• Professional experience in Emergency Management, Grant Writing or Grant Administration is considered a plus;

• The ability to communicate clearly and concisely, both orally and in writing;

• Excellent organizational skills, and a strong ability to problem solve;

• The strong leadership, interpersonal, meeting facilitation and consensus building skills needed to work well in a team environment, plus the maturity and the decision making experience to function well independently;

• Work requires the ability to effectively manage multiple projects simultaneously.

• Work requires effectively dealing with conflicting views or issues, and mediating fair and workable solutions.

• Proficiency in Microsoft Office suite products, including Word, Excel and PowerPoint. Proficiency and past experience with basic web design and HTML programming considered a plus;

• A strong interest in public affairs, policy, and current events.

Preferred Skills and Experience:

• Previous work in a government or emergency management setting is considered a plus;

• Familiarity with the operations and administration of a hospital, especially with an Emergency Department, is considered a strong plus;

• Previous work experience in emergency preparedness is highly preferred;

This position may require occasional work on nights or weekends. This position will be required to be on-call and to carry a pager and cell phone.

Qualified candidates should send resume and cover letter to info@cobth.org